



STATE OF LOUISIANA
invites applications for the position of:
Hospital Admissions Technician 1-2

An Equal Opportunity Employer

OPENING DATE: Wed. 03/24/21
CLOSING DATE: CONTINUOUS
SALARY: \$11.53 - \$21.51 hourly
\$1,999.00 - \$3,728.00 monthly
JOB TYPE: Classified
LOCATION: Independence, Louisiana

SUPPLEMENTAL INFORMATION:

This position is located in the Admit/Screening Department.

As part of a Career Progression Group, vacancies may be filled from this recruitment as a Hospital Admissions Technician 1 or Hospital Admissions Technician 2 depending on the level of experience of the selected applicant(s). Please refer to the 'Job Specifications' tab located at the top of the LA Careers 'Current Job Opportunities' page of the Civil Service website for specific information on salary ranges, minimum qualifications and job concepts for each level.

Applicants must have Civil Service test scores for **8500-Office Support Exam** in order to be considered for this vacancy unless exempted by Civil Service rule or policy. If you do not have a score prior to applying to this posting, it may result in your application not being considered.

Applicants **without** current test scores can apply to take the test [here](#).

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.

For further information about this vacancy contact:

Hilary G. Dugar
Lallie Kemp Medical Center Human Resources
52579 Hwy 51 South Independence, LA 70422
985-878-1385

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

One year of experience in which clerical work was a major duty.

SUBSTITUTIONS:

Training in a business or clerical-related curriculum in a business school or technical institute will substitute for the required experience on the basis of six months of training for six months of experience.

Completion of a business or clerical-related curriculum in a business school or technical institute will substitute for the required one year of experience.

College training will substitute for the required experience on the basis of 15 semester hours for six months of experience.

NOTE:

Business or technical school training with less than completion will only be credited in six month increments. Similarly, college training will only be credited in 15 semester hour increments.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Commission of Higher Education; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.